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Serving Clark, Lincoln and
Nye Counties



Carson City Office
755 North Rook Street
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Carson City, Nevada 89701
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http://www.doe.nv.gov/Educator_Licensure/
license@doe.nv.gov

**State of Nevada
Department of Education
Emergency Substitute Request
(Please Print Clearly)**

Serving all other Nevada
counties

Submit this form, along with a completed Application for Licensure, to the Office of Educator Licensure

School District: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Name: _____ Phone Number: _____

We are requesting that the following individual be licensed to serve as an emergency substitute pursuant to the provisions of [NAC 391.330](#):

Name: _____

Date of Birth: _____ Last 4 Digits of Social Security Number: _____

Requesting Superintendent (or Designee):

Printed Name: _____ Title: _____

Signature: _____ Date: _____

This is not an application for licensure. To obtain a license as an emergency substitute, the individual named above **must** submit a completed Educator Licensure Application to the Office of Educator Licensure, along with this completed and signed form, a completed and signed fingerprint card, and a copy of his/her high school diploma or the equivalent.

NAC 391.330 – Endorsement as an Emergency Substitute Teacher

To receive an endorsement as an emergency substitute teacher, a person must earn a high school diploma or its equivalent. An endorsement as an emergency substitute is valid for three years after the date of issuance, and is not renewable unless, at the time a person applies for the endorsement, he or she has complied with the requirements of [NRS 391.090](#).

A school district whose enrollment is less than 9,000 pupils may, in an emergency, hire an emergency substitute teacher to serve as a teacher in kindergarten through grade 12, as needed. Upon the written request of a school district whose enrollment is 9,000 pupils or more, the Department may, in an emergency, authorize the district to hire an emergency substitute teacher to serve as a teacher in kindergarten through grade 12 in a school that is located in a rural area of the school district.

A person employed as an emergency substitute may not serve as a teacher in one classroom for more than 5 days in any 20-day period. Except in an emergency, a school district shall not allow a person holding solely an endorsement as an emergency substitute teacher to serve as a teacher.

An applicant for an endorsement as an emergency substitute teacher is exempt from the provisions of [NAC 391.030](#), [NAC 391.036](#), and [NAC 391.065](#).

OFFICE USE ONLY

☐ Approved ☐ Denied By: _____ Date: _____